



MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES

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DEPARTMENT OF COMMERCE

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Thursday, 16th October, 2025

ONE-WEEK WORKSHOP ON "POWERPOINT PRESENTATION SKILLS"

Academic Year: 2025-26

Name of Event: One-Week Workshop on "PowerPoint Presentation Skills"

Organised by: Dr Pooja Gupta, Assistant Professor, Dept. of Commerce, MAIMS

Date of the Event: 8th October-15th October 2025

Time of the Event: 3:00 PM – 4:00 PM

Location: Room No. 984, 9th Block

Number of Participants: — 26

About the Workshop

The Department of Commerce at Maharaja Agrasen Institute of Management Studies organised a One-Week Workshop on "PowerPoint Presentation Skills" under the aegis of the IQAC. The workshop aimed to enhance the presentation and design abilities of undergraduate

students by familiarising them with essential PowerPoint and design tools, modern AI-based techniques, and storytelling principles for impactful communication.

This workshop aimed to assist students in designing smarter, more engaging presentations, transforming slides into compelling stories, and utilizing creative design tools such as Canva. It also helped participants recognize and avoid common PowerPoint errors while incorporating AI tools to boost the visual quality and professionalism of their presentations.

Objectives of the Workshop

- To develop students' professional presentation and design competencies.
- To introduce AI tools and Canva for creative presentation design.
- To help participants communicate ideas more effectively through visual storytelling.
- To encourage creativity, clarity, and confidence in academic and professional presentations.

Workshop Highlights

The sessions were interactive, practical, and demonstration-based. The resource persons guided students through various techniques of slide structuring, colour coordination, font alignment, use of animations, and transitions.

Key highlights included:

- **Design Smart, Present Better**
- **Turn Slides into Stories**
- **Create with AI Tools**
- **Avoid Common PPT Mistakes**
- **Design Creatively with Canva**

Each session included hands-on exercises where students practised real-time slide creation and design improvement. Participants also shared their work and received personalised feedback from the mentors.

Outcome of the Workshop

The workshop successfully enabled participants to create more professional, concise, and engaging presentations. Students learned how to deliver ideas effectively using minimal text

and meaningful visuals. The integration of AI and Canva in the sessions provided them with tools to enhance creativity and save time in designing presentations.

Participants expressed appreciation for the interactive teaching style and the opportunity to gain practical exposure. The one-week duration allowed for gradual improvement in their presentation quality and confidence.